Portsmouth, Virginia Police Department
General Orders Manual

Special Operations Plans		OPR	49
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APPROVED: Dennis A. Mook, Chief of Police			

PURPOSE: To establish the requirement for an approved Operations Plan prior to conducting or participating in any special operations.

GUIDELINES: Department members will not conduct or participate in any special operation without a pre-approved Operations Plan. These operations may include, but are not limited to: spotting operations, buy-bust, prostitution stings, search warrant execution, traffic checkpoints, decoy operations, special events, and other similar activities that require the mobilization and/or coordination of manpower and assets.

PROCEDURES:

I. In order to conduct or participate in special operations, the lead officer must complete an Operations Plan (PPD form 160) and submit it for approval through their chain of command to the appropriate Bureau Commander prior to the plans execution. The plan must include in detail:

A. The purpose of the operation.
B. Any suspects or other individuals that may be present including children and animals.
C. Any specific threats or danger that may exist.
B. Specific information on the roles and responsibilities of those involved.
C. Description of any specialized equipment officers will use.
D. A detailed contingency plan.
E. A detailed medical plan.

II. Supervisors should consider the following when reviewing Operations Plans:

A. The potential danger to the officers and the public.
B. The training and experience of those involved.
C. Any limitations of equipment officers will use and officers training in its use.
D. The availability of back-up officers.
E. The supervisor will complete the Department's Search and Arrest Warrant Risk Assessment in order to analyze the need for SWAT. The supervisor will forward the assessment with the operations plan to the approving Bureau Commander.

III. Briefings:

A. The lead officer will conduct a briefing to all officers involved in the operation under the direct supervision of the first line supervisor and Division Commander. A Bureau Commander will attend the briefing unless the Bureau Commander approves the first line supervisor to oversee the briefing. Officers who do not attend the briefing will not participate in the operation. The briefing will consist of:

1. The criminal histories (if known) of any suspects or other individuals who may be at the location(s).
2. A layout of any building that officers may enter.
3. The presence or possible presence of weapons.
4. Team member assignments, locations (perimeter, surveillance, etc.) and car assignments.
5. Information revealed by pre-raid surveillance.
6. Medical plan.

IV. When conducting special operations, including those involving other agencies, a Portsmouth Police Supervisor with the rank of Sergeant or above must be on the scene of the operation and in charge of police activities.

Nothing in this Directive precludes officers from the use of routine observation activities that are normally associated with patrol functions.

V. The Division Commander will complete an after action report (AAR) at the conclusion of every special operation. The report will contain the following information:

1. Operation timeline;
2. Operation results, listed individually;
3. Observed problems that arose;
4. Follow up recommendations for future operations.

The completing Commander shall disseminate the AAR to all Division and Bureau Commanders for review and comment for consideration on future special operations.

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